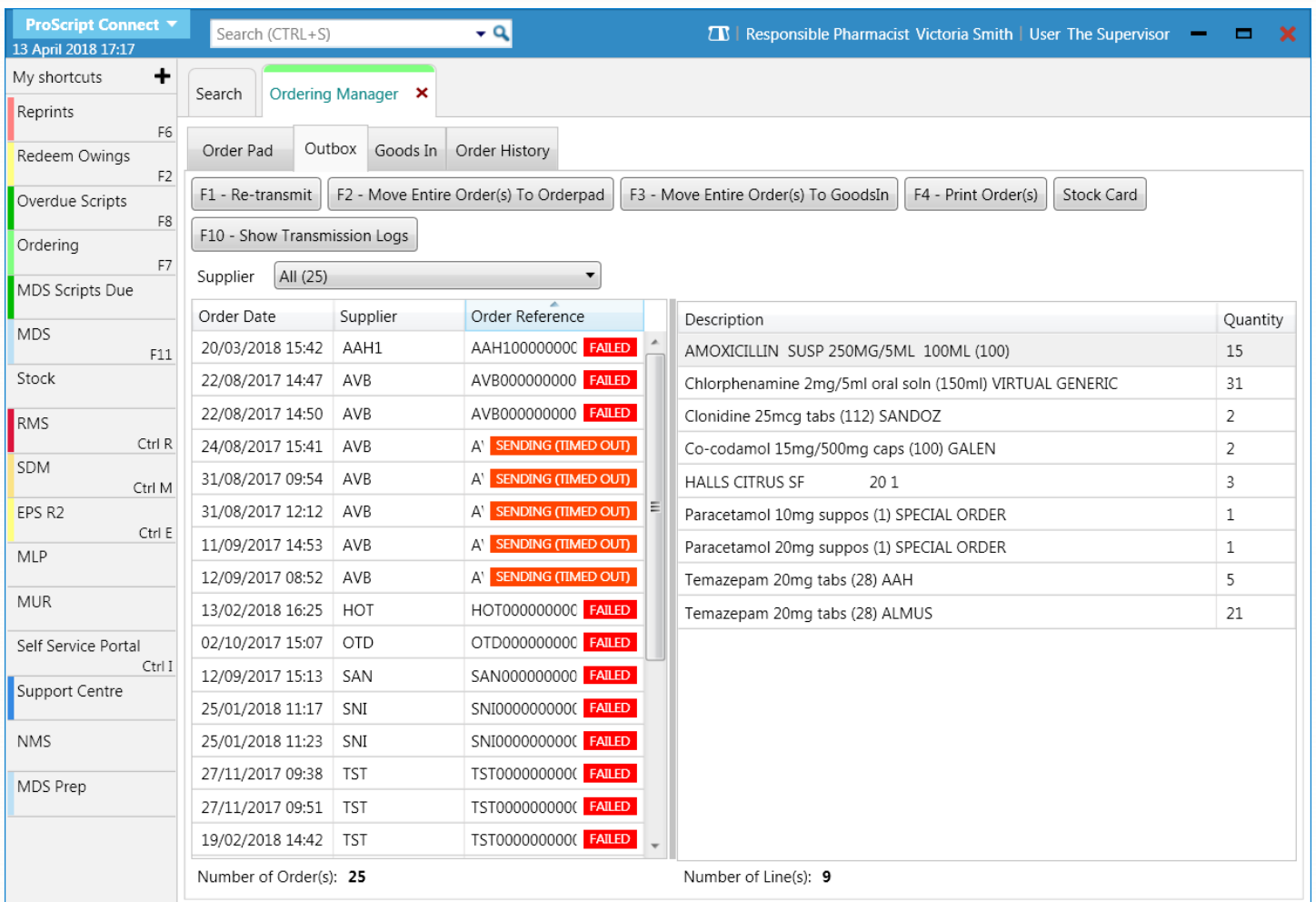# Moving an Entire Order Back to the Order Pad from the Outbox

1. From the Ordering Manager, click the *Outbox* tab.
2. The *Outbox* tab contents display, with recently sent orders in the grid.

3. Highlight the order(s) you want to move back to the order pad.
4. Press **[F2 – Move Entire Order(s) to Orderpad]**.
5. A pop-up window displays, advising you that moving orders to the order pad may result in duplicate orders being received, and asking whether you want to move the selected order(s) to the order pad.
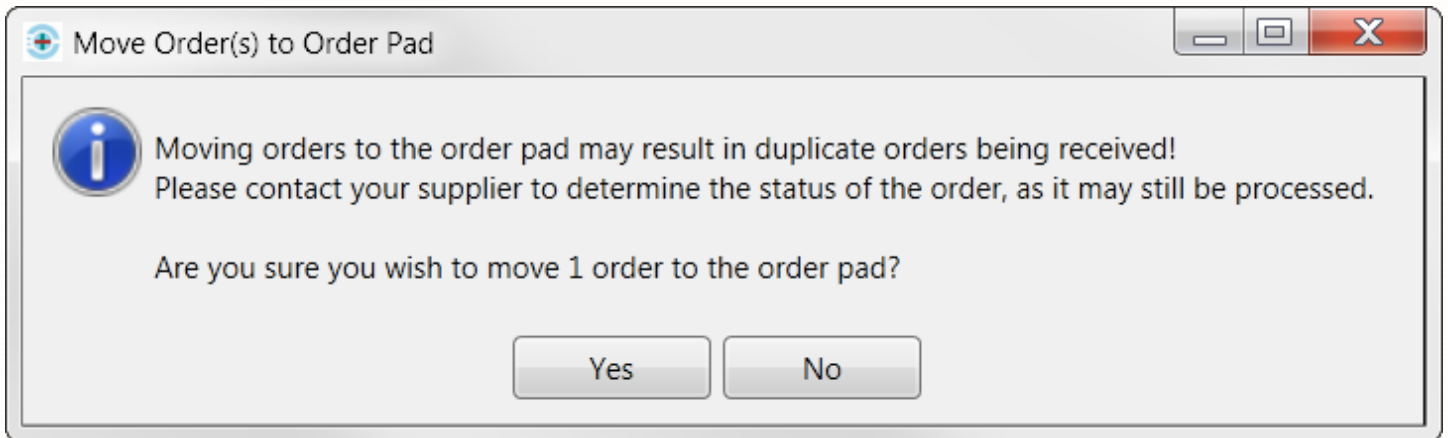
⚠ Please note that moving orders from the *Outbox* to the *Order Pad* may result in duplicate orders being received. We recommend you contact your supplier to determine the status of the order.

6. Click **[Yes]**. The order is removed from the *Outbox* and sent back to the *Order Pad* with a RECALLED tag.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	11 December 2019		Joanne Hibbert-Gorst

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